



CITY OF WARWICK
PURCHASING DIVISION
3275 POST ROAD
WARWICK, RHODE ISLAND 02886
TEL. (401) 738-2000, ext. 6240
FAX (401) 737-2364

SCOTT AVEDISIAN
MAYOR

PATRICIA A. PESHKA
PURCHASING AGENT

The following notice is to appear on the City of Warwick's website Tuesday, February 17, 2015. The website address is <http://www.warwickri.gov/bids>.

CITY OF WARWICK
BIDS REQUESTED FOR

**Bid #2015-235 Turnkey Operation for Printing & Mailing
of Water, Sewer & Tax Billing Applications**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Tuesday, February 17, 2015.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 10 AM, Monday, March 2, 2015. The bids will be opened publicly commencing 10 AM, on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards shall be made on the basis of the lowest evaluated or responsive bid price. Please note that no bids can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2000, Ext. 6241 at least 48 hours in advance of the bid opening date.

Original Signature on File

Patricia A. Peshka
Purchasing Agent

PLEASE SUBMIT THIS PAGE WITH YOUR BID

Acknowledgement of Addendum (if applicable)

Addendum Number	Signature of Bidder
_____	_____
_____	_____

COMPANY NAME: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____*

*Please include your email address. Future bids will be emailed, unless otherwise noted.

II. AWARD AND CONTRACT:

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor (delete if inapplicable), accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____
BID #2015-235 PURCHASING AGENT

CERTIFICATION & WARRANT FORM*

**This form must be completed and submitted with sealed bid.
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statutes, laws, ordinances and regulations, in particular, but not limited to Chapter 16- Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

Signature

Date

Company Name

Address

Address

***This form cannot be altered in any way**

**CITY OF WARWICK
NOTICE TO BIDDERS**

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of Water, Sewer & Tax Billing Applications**

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Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until **10 AM**, Monday, March 2, 2015. The bids will be opened publicly commencing **10 AM**, on the same day in the Lower Level Conference Room, Warwick City Hall.

The opening of bids shall be in the order established by the posted agenda and the agenda shall continue uninterrupted until completion.

Once an item has been reached and any bids on that item has been opened, no other bids on that item will be accepted and any such bid shall be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of noncompliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the City, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All bids should be submitted with one (1) original and three (3) copies (please include all brochures/information in each copy) in a sealed envelope. The exterior of the envelope shall be plainly marked to include: *YOUR COMPANY NAME* and "Bid #2015-235 Turnkey Operation for Printing & Mailing of Water, Sewer & Tax Billing Applications". Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids shall be accepted via facsimile or email.

To request sample forms for the Tax Collector's office, or to ask any questions pertaining to these specifications, please contact David Olsen, City Treasurer/Interim Tax Collector 3275 Post Road Annex, Warwick, Rhode Island, at (401) 738-2000, extension 6227.

To request sample forms for the Water Division, please contact Daniel O'Rourke, Water Division, at 401-738-2000, extension 6604.

To request sample forms for the Sewer Division, please contact Janine Burke, at 401-468-4700.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

There will be no additional charges to the City if there are any omissions or errors that are the fault of the printer.

Forms must have final approval by the City of Warwick for appropriate dates and form setup.

Only the actual quantity ordered will be paid. No overage charges are allowed.

The successful bidder must provide the City of Warwick with an original certificate of insurance for General Liability in a minimum amount of \$1 million. Faxes are ***not*** acceptable. The certificate of insurance must name the **City of Warwick as the additional insured** and so stated on the certificate with the bid name and bid number. It is the vendor's responsibility to provide the City of Warwick with an updated certificate of insurance upon expiration of the original certificate.

The successful bidder will provide said insurance within ten (10) calendar days after notification of award or the City reserves the right to rescind said award.

Failure to provide adequate insurance coverage within the specified duration of time as set forth is a material breach of contract and grounds for termination of the contract.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is opened.

Any deviation from the specifications must be noted in writing and attached as part of the bid. The Bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your bid to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

The IRS Form W-9 attached should be completed and submitted with the bid if the bidder

falls under IRS requirements to file this form.

Prices to be held firm May 2, 2015 through May 1, 2017. Term contracts may be extended for one additional term upon mutual agreement unless otherwise stated.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The Purchasing Agent reserves the right to reject any and all bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this

Solicitation, which may be required or requested by the City of Warwick shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents bid or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick shall be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the bid specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement shall cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to bid specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

CITY OF WARWICK BID AND CONTRACT FORM

TITLE OF SPECIFICATION: TURNKEY OPERATION FOR PRINTING & MAILING OF WATER, SEWER, AND TAX BILLING APPLICATIONS

1. BID:

WHEREAS, the CITY OF WARWICK has duly asked for bids for performance of services and/or supply of goods in accordance with the following specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price below.

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the bid into a contract.

Alternative approaches and/or methodologies to accomplish the desired or intended results of the procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this BID will be rejected as being non-responsive.

SPECIFICATIONS:

The CITY OF WARWICK is seeking to award this bid for a 2-year term.

The CITY OF WARWICK is seeking proposals to provide a complete operation for the processing, printing and mailing processing for full service automation for Water, Sewer, and Tax bill applications. The vendor will receive data electronically, (via e-mail or CD or FTP). The vendor must be able to presort for automation discounts, laser print data, perforate, fold, insert and mail. Mail must be delivered to the U. S. Postal Service. The vendor must also be able to provide offset invoice paper, outgoing envelopes and return envelopes as needed per application.

The vendor must be able to provide all components for the various applications and be capable of all the tasks required for programming and mailing. The successful bidder must be able to perform all the required services. Sub-contracting of printing, folding, cutting, inserting and programming will not be allowed during the duration of the contract.

The vendor must be available for on-site visits as needed and must be located within a sixty (60) mile radius. The vendor must also provide and maintain a secure FTP server, and e-mail server with no size limitations on file sizes.

SPECIFICATIONS: (Continued)

Vendor must also be able to accept e-mail data file attachments, as well as ¼ " tapes or CD and FTP transfers.

Vendor must have the capability to read and process spool files.

Vendor must have the capability to print OCR-B scan lines.

Vendor must have the capability for selective messaging and intelligent inserting.

Vendor must have the capability to provide multi page inserting.

Vendor must be able to provide a wide range of color printing.

Vendor must maintain an electronic data file of records processed for up to 10 weeks.

Vendor must provide reconciliation reports for processing and postage accounting after each mailing.

Vendor must include fees for writing the necessary program(s) to combine Motor Vehicle Bills.

Bids must be made on the SCHEDULE OF PRICES form with reasonable relation to the probable cost of performing the particular work. The City of Warwick reserves the right to reject wholly any bid where an item or items thereof are obviously unbalanced or appear to be unbalanced as to affect, or to be liable to affect adversely any interests of the City of Warwick.

**CITY OF WARWICK
DEPARTMENT OF PUBLIC WORKS - UTILITY BILLS**

Application Name:	Combined Billing
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Annual Quantity:	116,400
Frequency of mailing:	29,100 quarterly
Components:	8-½ x 11 24 lb white paper black print; 1 horizontal perf #10 Standard Window envelope; 24WW; #9 Courtesy Reply envelope; 24 WW;
OCR-B Scan Line:	YES
Variable Messaging:	YES
File Type:	Print image or spool file

**CITY OF WARWICK
SEWER AUTHORITY - SEWER USAGE BILLS**

Application Name:	Sewer Usage Billing
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Annual Quantity:	9,000
Frequency of mailing:	1,600 quarterly Kent County 650 quarterly Pre-treatment
Components:	8-½ x 11 24 lb white paper black print; horizontal perf #10 Standard Window envelope; 24WW; #9 Courtesy Reply envelope; 24 WW;
OCR-B Scan Line:	YES
Variable Messaging:	YES
File Type:	Print image or spool file

SEWER AUTHORITY - SEWER ASSESSMENT BILLS

Application Name:	Sewer Assessment Bills
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Annual Quantity:	11,500
Frequency of Mailing:	Bi-Annually
Components:	8-½ x 14 24 lb white paper color text 4 horizontal perfs Outgoing envelope 6 " x 9 1/2"; window
OCR-B Scan Line:	YES, OCR-B
Variable Messaging:	NO

**CITY OF WARWICK
TAX COLLECTOR - TAX BILLS**

Application Name:	Tax Bills
3 Tax Bill Forms:	Real Estate, Personal Property and Motor Vehicle
Annual Quantity:	125,000
Frequency of Mailing:	Yearly
Components:	8-½ x 14 24 lb white paper color text 3 horizontal perfs 2 vertical perfs Outgoing envelope 6 " x 9 1/2 "; Window
OCR-B Scan Line:	YES, OCR-B
Variable Messaging:	YES
File Type:	flat data file
Other:	Ability to combine multiple bills with matching name and address in one envelope.

PRICING FOR SERVICES (UTILITY BILLS)

Annual Quantity	Description	Unit Price	Total
116,400	Mail processing for full service automation	_____	_____
116,400	Laser Printing	_____	_____
116,400	Folding	_____	_____
116,400	Inserting	_____	_____
116,400	Additional Inserts (As Needed) (1/3 sheet letter size color paper black text)	_____	_____
\$/HOUR	Programming/Setup	_____	_____

**CITY OF WARWICK
PRICING FOR CONSUMABLES - (UTILITY BILLS)**

Annual Quantity	Description	Unit Price	Total
116,400	8-½ x 11 24 lb white paper black print; 1 horizontal perf	_____	_____
116,400	#10 Standard Window envelope; 24 WW; 1 color front	_____	_____
116,400	#9 Courtesy Reply envelope; 24 WW; 1 color front	_____	_____

PRICING FOR SERVICES (SEWER USAGE)

Annual Quantity	Description	Unit Price	Total
9,000	Mail Service for Full Service Automation	_____	_____
9,000	Laser Printing	_____	_____
9,000	Folding	_____	_____
9,000	Inserting	_____	_____
9,000	(1/3 sheet letter size color paper black text)	_____	_____
\$/HOUR	Programming/Setup	_____	_____

PRICING FOR CONSUMABLES - (SEWER USAGE)

Annual Quantity	Description	Unit Price	Total
9,000	8-1/2 x 11 24 lb white paper black print; horizontal perf	_____	_____
9,000	#10 Standard Window envelope; 24 WW; 1 color front	_____	_____
9,000	#9 Courtesy Reply envelope; 24 WW; 1 color front	_____	_____

**CITY OF WARWICK
PRICING FOR SERVICES (SEWER ASSESSMENT BILLS)**

Annual Quantity	Description	Unit Price	Total
11,500	Processing for Barcode, ZIP + 4	_____	_____
11,500	Laser Printing	_____	_____
11,500	Folding	_____	_____
11,500	Inserting	_____	_____
11,500	Additional Inserts (1/3 sheet letter size color paper black text)	_____	_____
\$/HOUR	Programming/Setup	_____	_____

PRICING FOR CONSUMABLES - (SEWER ASSESSMENT BILLS)

Annual Quantity	Description	Unit Price	Total
11,500	8-1/2 x 14 24 lb white paper color text 4 horizontal perfs	_____	_____
11,500	Outgoing envelope 6 " x 9 1/2"; window 24 WW; 1 color front	_____	_____

**CITY OF WARWICK
PRICING FOR SERVICES - TAX BILLS**

Annual Quantity	Description	Unit Price	Total
125,000	Processing for Barcode, ZIP+4	_____	_____
125,000	Laser Printing	_____	_____
125,000	Folding	_____	_____
125,000	Inserting	_____	_____
125,000	Additional Inserts (1/3 sheet letter size color paper black text)	_____	_____
\$/HOUR	Programming/Setup	_____	_____

PRICING FOR CONSUMABLES - TAX BILLS

Annual Quantity	Description	Unit Price	Total
125,000	8-1/2 x 14 24 lb white paper color text 3 horizontal perfs 2 vertical perfs	_____	_____
125,000	Outgoing envelope 6" x 9 1/2"; window 24 WW; 1 color front	_____	_____

CITY OF WARWICK

BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid #2015-235 Turnkey Operation for
Printing & Mailing of Water, Sewer & Tax Billing Applications

I. BID:

WHEREAS, the CITY OF WARWICK has duly asked for bids for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price below;

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the bid into a contract. This bid and contract shall be secured by Bonds, if required by the specifications.

Pricing As Submitted